

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-229-9919-001		MCR / HCR 1	
DIVISION / UNIT COMMUNITY PARTNERSHIP PROGRAM		CLASSIFICATION TITLE JEWISH CHAPLAIN			
		WORKING TITLE Jewish Chaplain			
		TIME BASE / TENURE P/FT	CBID R19	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 300 Prison Rd. Represa, CA 95671		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.					
DIVISION OVERVIEW					
You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.					
GENERAL STATEMENT					
Under the direction of the Community Resources Manager, the Jewish Chaplain provides spiritual and moral guidance to Folsom State Prison, (and other institutions) inmates.					
% of time performing duties					
35%		Provides guidance, as needed, to inmates on ethical difficulties, moral issues, spiritual concerns and family difficulties. Conducts classes on religious rites, Jewish religion, ethics, and other traditional Jewish practices. Provides counseling to inmate families on issues concerning the inmate's incarceration and Rehabilitation. Visits ill inmates, and provides spiritual assistance. Prepares and conducts religious services and administers religious rites.			
25%		Works as a liaison between the inmates, religious programs, and other allied groups. Coordinates with other staff members on the administration of religious programs. Schedules religious services and ceremonies. Recruits, train, and coordinates the activities of religious volunteers.			
20%		Performs administrative work related to the Jewish Religious Program. Prepares memorandums, correspondences, and reports to Management for their program. Responds to telephone calls, and does other general office work. Explains and interprets the institution's religious program to the community groups and correctional personnel. Assists with compliance to the religious diet programs.			

10%	Supervises at least two inmate clerks; completes Inmate Time Cards; provides feedback on inmate performance; instructs and trains inmates on duties to be performed; ensures to safe custody of inmate's confined in the institution, prevents escapes, disciplines inmates, and conducts inmate counts.
5%	Prepares communication with various groups or individual people in all matters of religious importance.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.
<i>This position is based at Folsom State Prison. The position conducts religious programs at Folsom State Prison, and assists with Jewish religious services at California State Prison Sacramento.</i>	

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.
- *This position is based at Folsom State Prison. The position conducts religious programs at Folsom State Prison, and assists with Jewish religious services at California State Prison Sacramento.*

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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